

TRANSMITTAL SLIP			21<1106
TO: <i>Skip</i>			
ROOM NO.		BUILDING	
REMARKS: <i>Sorry, I was on leave. These are your originals. I have not included a copy of our recent paper because I think you have one. If you need one, holler.</i>			
FROM: <i>[Signature]</i>			
ROOM NO.	BUILDING	EXTENSION	

Administrative - Internal

A

1973-1974

A. Recommendation for CIA Policy Statement on Wives of CIA Employees Stationed Abroad. - suggested a policy statement on role of wives overseas

B. Policies and Procedures in Separate Components Applicable Elsewhere. - suggests publicizing effective practices which are used only on a limited basis

C. Summation of Excess Personnel Data. - review of data on personnel declared excess during March 1973 exercise

D. Request for Increased Recognition of GSA Employees.- recommended recognizing importance of GSA employees to the Agency for morale purposes

E. Directorate Management. - reviewed relationship between MAGs and recommended independence

F. Maternity and Paternity Leave. - review of subject leave information

G. Vacancy Procedures: A Suggestion. - suggested feedback be given to all applicants

H. Agency Sponsored Charter Bus Service. - examined use of charter bus service for commuting

I. The Program Call Process: Need for Reappraisal. - suggested review of Program Call procedures because of excessive manpower utilization

J. Centralized Courier and Pouch Facilities. - suggested DCI involvement in implementing the previous subject suggestion

K. Recommendations on Agency Personnel. - a compilation of 18 personnel management recommendations

L. Survey of Suggestion and Invention Awards Program. - reinforced management's importance to the program

Administrative - Internal

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D. Dissemination of Information. - suggested coordinated information bulletins.

E. Improving the Role of Training in Personnel Management.

F. Arrangement of Co-Op Students and Summer Interns to Audit Staff. - expressed concern over use of short-term employees in sensitive positions.

G. Useful Policies and Procedures Catalogue. - describes procedures in limited use with broader utility.

H. Program for the Prevention and Treatment of Alcoholism. - recommended improvements.

I. Employee Bulletin on RIF and Assumed Reorganization. - suggested policy statements to dispel rumors.

J. Career Services: Need for Change. - suggests career management changes, rotations, etc.

K. Use of Part-Time Professional Employees. - suggests expanded use.

L. Revision of Fitness Report System.

M. Effective Lateral Communications. - suggests improved communications across organizational lines.

N. Personnel Development Program. - a review of OP's PDP proposal.

O. The Agency's Image Revisited. - a review of an earlier paper and recommendations.

STAT

Q. Agency Esprit. - a survey of employee attitudes and recommendations on how to improve.

R. Review of Fitness Report Program: - suggests more F/R training and employee involvement.

S. Grievance Procedures. - review of IG's role.

T. A Centralized Vacancy Notice File.

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M. "Feedback" as a Mechanism for the Evaluation of Agency Performance. - recommended use of feedback data as a measure of Agency performance

N. Steps to Encourage Car Pools. - recommended OP release info to assist car pool arrangements

O. New Procedures for Evaluating Research Proposals. - suggested ways to improve the contract proposal and review process

P. Comments on the Director's Los Angeles World Affairs Council Speech. - suggested wide dissemination of subject speech

1974-1975

A. New Procedures for Evaluation Research Proposals.

B. Proposed Handbook on Agency Management Processes. - a review of a management paper and suggested improvements.

C. DDI Management Staff's Paper on the Proposal for a New Film on the Agency. - reviewed subject proposal.

D. DDO Memoranda on Grades and Career Management of Agency Senior Secretaries. - endorsed suggestions for senior clerical staff.

E. Notifying All Employees on Matters of General Concern. - stressed the need for more and better communications.

F. Agency Image. - suggested ways to improve the Agency image through intelligence reporting.

G. Annual Personnel Plan and Personnel Development Program. - commented on need for more employee understanding of these programs.

H. Internal Communications: Proposed Newsletter and Support Bulletin.

I. Progress Report on "New Approaches to Personnel Management. - suggested a follow-up to employees on the earlier Subject report.

J. Employee Responses to MAG Publicity Program. - a summary of employee responses and MAG actions.

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1975-1976

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B. Employee Security Briefings - recommended security changes related to cover employees and the role of GSI/GSA

STAT

C. [] Allegations - proposed greater availability of DDI assessment

D. Employment of Supergrade and Other Annuitants - suggested a notice on the reasoning behind subject hiring

E. Equalization of Benefits for Washington Area Employees - suggested ways to increase Agency benefits to out-building employees

F. Managerial Grid Barrier Statements - reviewed handling of Managerial Grid employee comments

G. Possible Asbestos Health Hazard - examined the Subject hazard in the Agency

H. Farewell to Mr. Colby - a letter to the Director

I. Provision of Simple Inoculations by Medical Services - suggested inoculations for allergies

J. Concerns About Agency Fitness Reports - suggested improvements in fitness reporting and uniformity of evaluations

K. Assessment Centers - cautioned against some of the problem areas

L. Morale of Agency Employees - presented an impression of morale and the use of attitudinal surveys

M. Useful Employee Bulletin - complimented the author of a particularly informative bulletin

N. Security Issues - reviewed polygraphing procedures

O. Relations with Media and Academic Community - commented on guidelines for Agency presentations

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P. EEO. - discussed with the Director of EEO mutual support arrangements.

Q. CIARDS. - compared CIARDS with other Federal retirement systems and suggested improvement.

R. Improving Agency Vacancy Notice System. - suggested changes to the vacancy notice program patterned after TRW, Inc.

S. Memorial Service - recommended an Agency Memorial Day Service.

T. Annual Report of Credit Union. - suggested other employee associations emulate Credit Union reporting.

U. Fireworks. - suggested use of Agency buildings to view fireworks.

1976-1977

A. Reorganization of Research, Development and Engineering Activities (RD&E). - concluded that there were positive benefits of central versus decentralized RD&E.

B. Transfer of Analysis Offices to the Intelligence Directorate. - studied and recommended organizational changes.

C. Statement of Agency Goals. - reviewed DDCI's draft statement of eight goals.

D. Operations Directorate Annual Review of Employee Perspectives. - recommended against an annual survey of OD employee attitudes.

E. Life Insurance Programs Available to Agency Employees. - suggested that more information be given to employees on life insurance programs.

F. Agency Personnel Management. - reviewed and commented on an OP paper on management and employee concerns.

F1. Creativity and Ethics. - two papers were reviewed on the Subject and MAG agreed with all proposals.

F2. Consolidation of Agency Automated Data Processing (ADP) Activities. - at the request of the DDCI, a task force was established but it was reported that the necessary expertise and resources lay outside of MAG.

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G. Agency Selection and Retention Policies. - recommended Agency review of Subject policies, especially in areas of homosexuality and cohabitation.

H. Feasibility of a Two-Grade Promotion Policy. - endorsed a two-grade promotion policy for professionals in grades GS-7 through GS-11

1978-1979

- A. An Agency Career Model.
- B. Management-Employee Communications.
- C. Dissent and Risk Taking Within NFAC.
- D. A CIA Management System.
- E. Risk Taking and Dissent.
- F. The CIA Personnel System.
- G. Development and Administration of In-House Speakers Program.
- H. Review of Agency Policy with Regard to the Dissemination of Unclassified Studies to the General Public.
- I. Career Fulfillment for the Agency Specialists.
- J. A Focus on the Question of Age Discrimination: Age as an Occupational Qualification.
- K. Energy Conservation.

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THE DCI MANAGEMENT ADVISORY GROUP

1. In June 1969 the Director established the Management Advisory Group (MAG) on an experimental basis. It was formed to provide assistance to Agency management. The purpose of the MAG is as follows:

- To render an advisory service to senior management by identifying issues and problems or commenting upon those already identified by management, with respect to the Agency's long- and short-range planning, programs, and operations.
- To provide an open dialogue between senior management and promising, responsible CIA officers.
- To provide mid-level officers an opportunity to experience the capabilities, problems, limitations, and dynamics of Agency decisionmaking.
- To provide vertical communication to supplement formal management and grievance channels.

2. Since its inception, MAG has demonstrated its utility by making a number of suggestions that have been favorably acted upon. For example, the MAG has participated in decisions to lengthen the employee probationary period, removal of codeword security barriers in the Headquarters Building, investigation of CIA domestic activities, improvements to the minority recruitment program, alternative work schedules, and improvement in the Agency's vacancy notice system. The MAG has no formal production responsibilities. It reports to the DCI through the Executive Director.

3. The MAG is composed of 14 officers who serve one-year tours. Three primary and three alternate members are selected from each directorate and two primary and two alternates from the office of the DCI. The members are chosen from age group 30 to 45 and GS grades 12 through 15. Tours are staggered to ensure continuity. The group meets at least once each month, but is free to meet as often as it wishes and to request any speaker or written material pertinent to its work.

4. MAG solicits the views and suggestions of all Agency employees to represent Agency-wide interests. MAG is not the appropriate body to hear employees' personal grievances. The MAG seeks ideas that will improve the quality of Agency employees, operations, and external relations.

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5. Employee suggestions should be sent to:

DCI MAG
Room 7E12
Headquarters

Employees may also contact a MAG member within their respective directorate (see attachment). All correspondence will be considered in strict confidence.

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DCI Management Advisory Group

CHARTER

1. PURPOSE:

The DCI Management Advisory Group (DCI MAG) is to:

- o Enhance communication between Agency employees and senior management;
- o Assist management by identifying, commenting on, and offering recommendations on Agency issues and problems;
- o Provide opportunities for mid-grade officers to broaden their understanding of and have first-hand involvement with Agencywide functions and dynamics.

2. RESPONSIBILITY:

In fulfilling these purposes, the DCI MAG has the responsibility to:

- o Receive from its members or any employee suggestions for areas of possible consideration by the Group;
- o Establish an agenda for its activities;
- o Request information and presentations from Agency components;
- o Task its membership in support of its activities;
- o Maintain communication with directorates, components, and Agency employees;
- o Inform senior management of the DCI MAG's activities and the results of their deliberations.

3. MEMBERSHIP:

- o Composition: Three representatives shall be appointed from each directorate, and two members from the DCI Area. An additional (non-voting) member from the DCI Secretarial/Clerical MAG will be included as an exofficio member;
- o Terms: Members shall serve 1 year terms and may be reappointed by the appointing directorates;
- o Officers: The MAG shall select one member to serve as Chairman and one to serve as Vice Chairman.

4. SELECTION OF MEMBERS:

- o Appointments: Each directorate and the DCI Area shall appoint their representatives and notify the Chairman of the DCI MAG through the Agency's Executive Secretary of these appointments;

ADMINISTRATIVE - INTERNAL USE ONLY

- o Guidelines: In making these appointments, Directorates should consider the following guidelines for selecting their representatives:
 - within Grades 12-15;
 - within employee Categories I or II;
 - available to serve at least a one-year tour;
 - available to attend meetings and participate in the activities of the DCI MAG.

5. MODE OF OPERATION:

In the conduct of its activities, the DCI MAG:

- o Shall hold regularly scheduled meetings, at least monthly, and specially called meetings as needed;
- o Shall keep a record of its meetings, with responsibility for drafting minutes rotated among the members;
- o May adopt format or requirements as it deems appropriate for presenting items for its consideration;
- o Shall assure the security and confidentiality of all information to which it has access;
- o Shall work closely with its designated advisor, who may attend all meetings, and will receive minutes of the meetings and periodic information on the Group's activities as requested;
- o Shall employ appropriate mechanisms for communicating with management and employees (these may include periodic bulletins or newsletters, bulletin board announcements, seminars, or other such methods).

The Advisor to the DCI MAG (the Agency Executive Secretary) shall communicate with senior management for assistance in securing member appointments and assist the MAG on other matters as requested.

Reviewed by:

Executive Secretary

Approved by:

Executive Director